



TORQ Analysis of Human Resources Managers to Personnel Recruiters

INPUT SECTION:

Transfer	Title	O* NET	Filters			
From Title:	Human Resources Managers	11-3040.00	Abilities:	Importance Level: 50	Weight: 1	
To Title:	Personnel Recruiters	13-1071.02	Skills:	Importance Level: 69	Weight: 1	
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1	

OUTPUT SECTION:

Grand TORQ:

93

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level		Level	90	Level	93

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Flexibility of Closure	51	3	62	Service Orientation	69	20	78	Administration and Management	58	2	83
Inductive Reasoning	60	1	72	Persuasion	75	12	72				
				Judgment and Decision Making	70	9	76				
				Critical Thinking	73	9	75				
				Negotiation	72	5	77				
				Active Learning	66	4	69				
				Time Management	70	3	76				
				Active Listening	76	2	89				

LEVEL and IMPT (IMPORTANCE) refer to the Target Personnel Recruiters. GAP refers to level difference between Human Resources Managers and Personnel Recruiters.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Human Resources Managers	Personnel Recruiters	Importance
Oral Comprehension	66	62	81



Oral Expression	69	64	81
Speech Clarity	71	55	81
Written Comprehension	69	57	75
Speech Recognition	66	59	75
Problem Sensitivity	64	57	72
Inductive Reasoning	59	60	72
Written Expression	67	55	68
Deductive Reasoning	67	59	68
Near Vision	69	60	68
Information Ordering	55	55	62
Category Flexibility	62	57	62
Flexibility of Closure	48	51	62
Speed of Closure	59	51	53
Memorization	57	51	50
Selective Attention	39	39	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Human Resources Managers	Personnel Recruiters	Importance
Reading Comprehension	66	65	89
Active Listening	74	76	89
Speaking	65	64	82
Service Orientation	49	69	78
Negotiation	67	72	77
Writing	68	68	76
Judgment and Decision Making	61	70	76
Time Management	67	70	76
Critical Thinking	64	73	75
Management of Personnel Resources	83	73	74
Persuasion	63	75	72
Active Learning	62	66	69
Social Perceptiveness	67	66	69



Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Human Resources Managers	Personnel Recruiters	Importance
Administration and Management	56	58	83
Personnel and Human Resources	73	69	79
English Language	62	59	77

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Human Resources Managers	Personnel Recruiters	Description	Human Resources Managers	Personnel Recruiters
10+ years	9%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	9%	0%
6-8 years	10%	6%	Post-Masters Cert	0%	0%
4-6 years	9%	29%	Master's Degree	0%	0%
2-4 years	10%	27%	Post-Bachelor Cert	0%	0%
1-2 years	20%	22%	Bachelors	49%	61%
6-12 months	26%	0%	AA or Equiv	8%	15%
3-6 months	0%	13%	Some College	12%	6%
1-3 months	0%	0%	Post-Secondary Certificate	0%	15%
0-1 month	0%	0%	High School Diploma or GED	19%	1%
None	13%	0%	No HSD or GED	0%	0%

Human Resources Managers

Personnel Recruiters

Most Common Educational/Training Requirement:

Bachelor's degree

Job Zone Comparison

4 - Job Zone Four: Considerable Preparation Needed

A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

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Tasks

Human Resources Managers

Core Tasks

Specific Tasks

Personnel Recruiters

Core Tasks

Generalized Work Activities:



Detailed Tasks

Technology - Examples

Charting software

- AASoftTech Web Organization Chart

Compliance software

- Stratitec TimeIPS

Computer based training software

- Training software

Data base user interface and query software

- Automation Centre Personnel Tracker

- Microsoft Access

Document management software

- Atlas Business Solutions Staff Files

- WinOcular software

Electronic mail software

- Email software

- Microsoft Outlook

Enterprise resource planning ERP software

- Deltek Vision

- Oracle PeopleSoft

- SAP software

Human resources software

- ADP HR/Benefits Solution

- ADP HR/Profile

- AllNetic Working Time Tracker

- Applicant Tracking Systems ATS software

- Arrow Electronics N/Compass

- Authoria Adviser

- Ceridian software

- Focus software

- Halogen e360

- Halogen ePraisal

- Human resource information system HRIS software

- Inception Technologies InfiniTime

- Infor SSA Human Capital Management

- Interacting with Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.

Specific Tasks

Occupation Specific Tasks:

- Administer assessment tests to identify skill building needs.
- Conduct or arrange for skill, intelligence, or psychological testing of applicants and current employees.
- Conduct workshops and demonstrate the use of job listings to assist applicants with skill building.
- Contact employers to solicit orders for job vacancies, determining their requirements and recording relevant data such as job descriptions.
- Evaluate selection and testing techniques by conducting research or follow-up activities and conferring with management and supervisory personnel.
- Hire workers and place them with employers needing temporary help.
- Inform applicants of job openings and details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities.
- Instruct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques.
- Interview job applicants to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills.
- Maintain records of applicants not selected for employment.
- Perform reference and background checks on applicants.
- Provide background information on organizations with which interviews are scheduled.
- Refer applicants to services such as



- Lawson Human Resources Suite
- Midrange Software XpertHire
- Oracle HRIS
- Personnel management software
- QuestionMark software
- Quiz software
- Sage Software Abra HRMS
- Savitr RecruitX
- Tesseract Benefits Manager
- Tesseract Human Resources Manager
- Ultimate Software UltiPro
- UniFocus Watson Human Resources Manager
- WhizLabs software
- Internet browser software
- Web browser software
- Presentation software
- Microsoft PowerPoint
- Spreadsheet software
- Microsoft Excel
- Time accounting software
- ADP ezLaborManager
- ADP Pay eXpert
- Data Management TimeClock Plus software
- Exact Software Macola ES Labor Performance
- Kronos Workforce Timekeeper
- Norchard Solutions Succession Wizard
- Word processing software
- Microsoft Word
- NuvoSoft Rviz

Tools - Examples

- Desktop computers
- Notebook computers
- Personal computers
- Scanners

- Refer applicants to services such as vocational counseling, literacy or language instruction, transportation assistance, vocational training and child care.
- Review employment applications and job orders to match applicants with job requirements, using manual or computerized file searches.
- Search for and recruit applicants for open positions through campus job fairs and advertisements.
- Select qualified applicants or refer them to employers, according to organization policy.

Detailed Tasks

Detailed Work Activities:

- assess staff or applicant skill levels
- compile information through interviews
- conduct research on work-related topics
- conduct training for personnel
- consult with managerial or supervisory personnel
- evaluate information from employment interviews
- evaluate qualifications or eligibility of applicant for employment
- evaluate reliability of source information
- fill out business or government forms
- hire, discharge, transfer, or promote workers
- implement recruiting procedures
- interview job applicants
- maintain file of job openings
- maintain job descriptions
- maintain records, reports, or files
- obtain information from individuals
- prepare or maintain employee records
- provide customer service
- publicize job openings
- refer clients to community services or resources
- seek out applicants to fill job openings
- select applicants meeting qualifications
- use counseling techniques
- use interviewing procedures
- use knowledge of investigation techniques
- use psychological assessment tools

Technology - Examples

Labor Market Comparison

Description	Human Resources Managers	Personnel Recruiters	Difference
Median Wage	N/A	\$ 41,200	N/A
10th Percentile Wage	N/A	\$ 27,850	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 52,290	N/A
90th Percentile Wage	N/A	\$ 70,010	N/A
Mean Wage	N/A	\$ 45,880	N/A
Total Employment - 2007	N/A	610	N/A
Employment Base - 2016	N/A	601	N/A
Projected Employment - 2016	N/A	659	N/A
Projected Job Growth - 2006-2016	N/A	9.7 %	N/A
Projected Annual Openings - 2006-2016	N/A	19	N/A

National Job Posting Trends

Trend for Human Resources Managers

Trend for
Personnel
RecruitersData from [Indeed](http://Indeed.com)

Recommended Programs

Human Resources Management



Human Resources Management/Personnel Administration, General. A program that generally prepares individuals to manage the development of human capital in organizations, and to provide related services to individuals and groups. Includes instruction in personnel and organization policy, human resource dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

Institution	Address	City	URL
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Labor/Personnel Relations and Studies

Labor and Industrial Relations. A program that focuses on employee-management interactions and the management of issues and disputes regarding working conditions and worker benefit packages, and that may prepare individuals to function as labor or personnel relations specialists. Includes instruction in labor history, policies and strategies of the labor movement, union organization, labor-management negotiation, labor law and contract interpretation, labor economics, welfare and benefit packages, grievance procedures, and labor policy studies.

No schools available for the program

Organizational Behavior Studies

Organizational Behavior Studies. A program that focuses on the scientific study of the behavior and motivations of individuals functioning in organized groups, and its application to business and industrial settings. Includes instruction in organization theory, industrial and organizational psychology, social psychology, sociology of organizations, reinforcement and incentive theory, employee relations strategies, organizational power and influence, organization stratification and hierarchy, leadership styles, and applications of operations research and other methodologies to organizational analysis.

Institution	Address	City	URL
University of New England	11 Hills Beach Rd	Biddeford	WWW.UNE.EDU

Human Resources Management, Other

Human Resources Management and Services, Other. Any instructional program in human resources management not listed above.

No schools available for the program

Maine Statewide Promotion Opportunities for Human Resources Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
11-3041.00	Compensation and Benefits Managers	93	3	200	\$68,560.00	\$68,560.00	2%	5
13-1071.02	Personnel Recruiters	93	4	610	\$41,200.00	\$41,200.00	10%	19
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	92	4	770	\$43,900.00	\$43,900.00	8%	23
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping	91	3	510	\$30,330.00	\$30,330.00	12%	10
11-3031.02	Financial Managers, Branch or Department	91	4	2,440	\$67,670.00	\$67,670.00	7%	58
11-3042.00	Training and Development Managers	91	4	140	\$66,670.00	\$66,670.00	7%	4



13-2053.00	Insurance Underwriters	90	3	460	\$56,090.00	\$56,090.00	-1%	12
13-1031.01	Claims Examiners, Property and Casualty Insurance	90	3	1,570	\$49,360.00	\$49,360.00	3%	44
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers	90	4	930	\$55,220.00	\$55,220.00	-1%	19
11-9131.00	Postmasters and Mail Superintendents	89	3	420	\$55,200.00	\$55,200.00	-5%	10
43-4031.02	Municipal Clerks	89	3	1,190	\$27,650.00	\$27,650.00	9%	37
13-2071.00	Loan Counselors	89	4	60	\$35,110.00	\$35,110.00	-3%	1
23-1022.00	Arbitrators, Mediators, and Conciliators	89	5	40	\$46,160.00	\$46,160.00	2%	1
11-9151.00	Social and Community Service Managers	89	4	970	\$47,760.00	\$47,760.00	12%	33
41-3031.02	Sales Agents, Financial Services	89	4	0	\$65,230.00	\$65,230.00	5%	33

Top Industries for Personnel Recruiters

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Employment services	561300	35.67%	70,225	78,399	11.64%
Management, scientific, and technical consulting services	541600	10.19%	20,060	35,100	74.97%
State government, excluding education and hospitals	929200	5.98%	11,776	11,326	-3.82%
Local government, excluding education and hospitals	939300	4.25%	8,371	9,217	10.10%
Management of companies and enterprises	551100	3.62%	7,120	8,045	12.98%
Vocational rehabilitation services	624300	3.56%	7,002	8,360	19.38%
Computer systems design and related services	541500	3.03%	5,975	7,906	32.33%
General medical and surgical hospitals, public and private	622100	2.78%	5,481	5,947	8.51%
Colleges, universities, and professional schools, public and private	611300	2.29%	4,503	4,937	9.65%
Self-employed workers, primary job	000601	1.75%	3,445	3,597	4.42%
Depository credit intermediation	522100	1.22%	2,404	2,402	-0.08%
Office administrative services	561100	1.05%	2,072	2,575	24.27%
Elementary and secondary schools, public and private	611100	0.94%	1,854	1,915	3.28%

General freight trucking	484100	0.92%	1,813	2,010	10.86%
Technical and trade schools, public and private	611500	0.76%	1,492	1,588	6.48%

Top Industries for Human Resources Managers					
Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	13.04%	17,765	20,480	15.28%
Local government, excluding education and hospitals	939300	6.34%	8,637	9,702	12.34%
General medical and surgical hospitals, public and private	622100	4.34%	5,911	6,544	10.71%
Depository credit intermediation	522100	3.22%	4,391	4,476	1.95%
Colleges, universities, and professional schools, public and private	611300	3.21%	4,374	4,893	11.87%
State government, excluding education and hospitals	929200	2.33%	3,167	3,107	-1.87%
Employment services	561300	2.03%	2,759	3,491	26.56%
Computer systems design and related services	541500	2.03%	2,759	3,726	35.02%
Management, scientific, and technical consulting services	541600	1.96%	2,674	4,774	78.52%
Office administrative services	561100	1.47%	2,004	2,541	26.79%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.46%	1,984	2,353	18.60%
Elementary and secondary schools, public and private	611100	1.41%	1,927	2,031	5.38%
Self-employed workers, primary job	000601	1.38%	1,879	2,002	6.54%
Research and development in the physical, engineering, and life sciences	541710	1.26%	1,717	1,832	6.69%
Securities and commodity contracts, brokerages, and exchanges	5231-2	1.22%	1,664	2,458	47.66%